

~~CONFIDENTIAL~~

Approved For Release 2001/08/09 : CIA-RDP78-06180A000300100003-1

11 February 1964

MEMORANDUM FOR: Director of Personnel
Director of Security
Chief, Central Cover Staff
General Counsel
CIA Watch Officer

SUBJECT: Employee Emergencies

REFERENCE: 25X1A

EXCERPTS: My memorandum, subject as above, dated 10 January 1964

25X1A

1. In accordance with [redacted] the following individuals are designated as principal and alternate officials to represent the Office of Medical Services in the event of an employee emergency during work hours:

Principal

[redacted]
Acting Chief, Clinical Division

Phone

Ext. 7443

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Alternate

[redacted]
Acting Deputy Chief, Clinical Division

Ext. 7443

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2. During non-work hours the Medical Duty Officer should be notified; his identity and phone number may always be obtained by calling the CIA Watch Officer.

3. It is requested that the appropriate official mentioned above be notified of the death, as well as any serious illness, affecting an Agency employee at headquarters, or the death or serious illness of an employee or a dependent overseas.

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[redacted]
Executive Officer
Office of Medical Services

OMS/EO/WW:jv

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